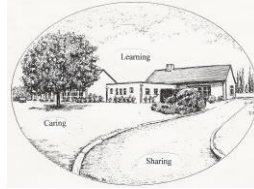


Byfleet Primary School

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Head Teacher
Mrs P Crowley



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14th July 2020

Dear Parents and Carers,

RETURNING TO SCHOOL ARRANGEMENTS

We have now received guidance from the government about wider school opening in September. In this guidance it states **that all children must return to school on a full time basis** (attending school every day), it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on their education, wellbeing and wider development. It is a parents' duty to ensure that their child attends school every day unless they are unwell.

We want to outline our plans to you for a whole school re-opening in September. Please read this information carefully.

Risk Assessment

As part of our preparation we have considered the government guidance in creating a Corona Virus Risk Assessment for Byfleet Primary School, our rationale provides you with an overview of what this means for us at Byfleet:

Our risk assessment is developed from the current government guidance (*Guidance for full opening – school; 2nd July 2020*) and reviewed as new guidance is published. The mental health and wellbeing of staff and children are placed alongside safety, as well as the practicalities and limitations of the school. The school is organised into 'Bubbles' as guided by the government, whilst also doing everything possible to minimise contacts and mixing whilst delivering a broad and balanced curriculum (*Guidance for full opening – school; 2nd July 2020*). The government recognise that organisation of a school is affected by the children's ability to distance from staff and from each other, the lay out of the school and the feasibility to keep distinct groups separate whilst offering a broad curriculum.

Following this guidance, whilst also taking into the consideration the age, lay out and logistics of Byfleet Primary School, for September 1st 2020 there will be 4 bubbles:

- Reception
- Keystage One (Year 1 and 2)
- Lower Keystage Two (Year 3 and 4)
- Upper Keystage Two (Year 5 and 6)

Each class will have 30/31 children in but those in the same bubble will have the same playtimes and lunchtimes. There is no expectation of the children within a bubble to socially distance between them and, therefore, may play and work in close proximity of each other.

Staff are encouraged to keep a 2 metre distance from children and other adults and work for no longer than 15 minutes with an individual or groups at a closer proximity. In addition to this, all staff can operate across different classes/bubbles and year groups in order to facilitate the delivery of the school timetable, such as PPA and individual pupil support plans. Staff will therefore cross bubbles in order to provide pastoral care, interventions and/or SEN support in line with statutory requirements.

Children and Staff with Covid symptoms

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home immediately and parents are advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. From September, if there is a confirmed case in school, the Health Protection Team will make a decision and will advise the school on whether there is a need to send people home who have been in close contact with the confirmed case. If children are identified as having been in close contact with the person who has tested positive, they will need to self-isolate for 14 days since they were last in close contact with that person when they were infectious. **Do not send your child to school if they display any of these symptoms of Covid 19, if they do you must notify the school and arrange for a test to be carried out.**

Symptoms as on 1st July 2020 are described by NHS:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Staggered start and finish times

We strongly advise parents and carers to walk to school to avoid congestion in the car park and public transport.

In order to minimise the number of children coming into school at the same time the following arrangements will be put in place, please note a member of the Senior Leadership Team will be on the main gate and in the playground to supervise:

Class	Drop-off time	Place	Collection time	Place
Reception	8.35am	Parent walks children into playground by Reception playground gate	2.45pm	In playground by Reception playground gate
Year 1	8.45am	Parent walks children into Playground by Year 1 gate	2.50pm	In playground by Year 1 gate
Year 2	8.45am	Parents walk children to southside classroom door (by pond)	2.50pm	At southside classroom door (by pond)
Year 3	8.45am	Parents walk children to southside classroom door (by pond)	3pm	At southside classroom door (by pond)
Year 4	8.35am	Children <u>only</u> enter at main gate and walk to playground and straight into school via Main Door	3pm	In playground by Lunchtime Shed
Year 5	8.35am	Children <u>only</u> enter at main gate and walk to southside classroom door (by pond)	3pm	At southside classroom door (by pond)

Year 6	8.35am	Children <u>only</u> enter at main gate and walk to southside classroom door (by pond)	3pm	Walk home OR at southside classroom door (by pond)
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PLEASE DO NOT DROP THE CHILDREN AT THE GATE EARLIER AS THEY WILL NOT BE ALLOWED ON SITE

Parents with siblings: if your times are different, please arrive at the earlier time for drop off and drop the earlier child first and then walk to the other area.



Breakfast and After School Club

We will be running Breakfast Club in September and the paid After School Club provision, further details to follow before the end of term after response from the survey attached. <https://www.surveymonkey.co.uk/r/ZT25S2V> Please complete the survey to show your interest, there is no commitment at this stage. If your circumstances change you can register at a later date.

Uniform

We want to return to school as ‘normally’ as possible, children will be required to wear either their **school uniform or PE kit on their allocated PE day**. This is to minimise changing in school. Children will wear their **school uniform and black leather school shoes every day except on their PE day when they will wear their PE kit with trainers**. See PE schedule below:

RECEPTION	THURSDAY
YEAR 1	WEDNESDAY AND THURSDAY
YEAR 2	WEDNESDAY AND FRIDAY
YEAR 3	THURSDAY AND FRIDAY
YEAR 4 OWLS	MONDAY AND TUESDAY
YEAR 4 PENGUINS	TUESDAY AND FRIDAY
YEAR 5	THURSDAY AND FRIDAY
YEAR 6	MONDAY AND WEDNESDAY

Recovery Curriculum

You will be able to find our Recovery Curriculum on the school website here: <https://primarysite-prod-sorted.s3.amazonaws.com/byfleet-primary-school/UploadedDocument/1884c9462bd54015b8de5147e2628113/byfleet-recovery-curriculum-policy-september-2020.pdf>

This details information about hygiene and keeping safe and how the school will look in September. There will also be further information about the Autumn Term on each Class Page.

Information about the day

In order for us to maximise outdoor learning opportunities children will be outside at different times of the day, rain or shine, all children must ensure they have a waterproof coat and sensible shoes. Children must have a named water bottle in school every day. (Please wash the water bottle in hot soapy water each day after use.) **Children should not bring their book bags or PE kits to school**. Children will be given a plastic wallet with a reading book to keep their reading book and reading record book and these are to be returned every day.

The wearing of a face covering or face mask (or any form of medical mask), unless instructed to be used for specific clinical reasons, in school is not recommended by the government. This applies to staff and children as face coverings can inadvertently increase the risk of transmission, if not used correctly children would be particularly susceptible to this spread. (<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>)

As a school, we will continue to promote good hygiene and will be asking children to regularly wash their hands thoroughly and ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. **Children are able to bring named individual hand sanitiser to school- this must not contain alcohol.**

Break times and outdoor learning sessions will be staggered in timings. The Lunchtime food offer will comprise of a hot meal. The normal three options are available for hot dinners and special diets accommodated as required. Please, **ensure you inform the office in the usual way.** Alternatively, children can bring their own packed lunch.

If there is any specific daily medication that your child needs, please ring the office to arrange a time to deliver this, prior to your start date.

Our staff are always willing to provide information, help and support where they can. If you have any questions or need support, please contact the school office and a member of staff will call you back as soon as they can.

Please help us to help your child by talking through the drop off procedures and about keeping a safe distance from other children and staff. Mrs Segal our Home School Link Worker will be available to speak to if you are experiencing any problems.

We have created a new Home/School Agreement especially for this unprecedented time. It is attached with this letter, please take the time to carefully read it and share it in detail with your child. We will expect everyone to adhere to this document; this will help to keep children and staff safe.

We are very much looking forward welcoming **all children back to school on Thursday 3rd September, with the new Reception class in transition.**

The new Head, Mrs Meyrick will be contacting all parents via letter and a short video link which will be sent this week.

Further guidance on the Governments plans for opening for all children in September can be found here: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Should the Government make any amendments to these plans over the summer, I will write to you again. In the meantime, thank you once again for your understanding at this time and I wish you a relaxing summer, when we eventually get there!

Yours sincerely

Mrs P Crowley

Mrs P Crowley
Head Teacher